## STATE OF CALIFORNIA CIVIL SERVICE

## 403(B) Compliance Worksheet

This worksheet is to be used by an employee and an investment company, an investment company's designee, or a certified tax consultant. This form is a data collection tool. The Company et al. shall use information provided on this form to calculate and determine the annual amount an employee may contribute to the Civil Service Tax Sheltered Annuities (CSTSA) program through salary reduction for a given tax year.

Name:		SSN:	-	
Last Fi	rst Initial			
Date of Hire://		Birth Date:/	_/19	
(month/day/year)		(month/day/	year)	
Years of Service				
Service C	Credit: (TSA	eligible)		
One year of service is credited for each full-time year during which you were in a position and agency that is eligible to participate in a 403(b) plan100 service credit per month is awarded to full-time employees for a total of 1.0 credits per year. Part-time employees are awarded a fraction of .100 per month.				
Indicate plans that you, or your employer on your behalf, have contributed to this tax year  Include dollar amounts to date. Do not include interest earned. (tax year)				
	Pre-tax Employee	Pre-tax Employer	After-tax	
<ul> <li>□ 125 (cafeteria) flex spending/reimbursement accounts</li> <li>□ 401(k) (Thrift)</li> <li>□ 403(b) (Tax Sheltered Annuity)</li> <li>□ 457 (Deferred Compensation)</li> <li>□ Any other SIMPLE/Simplified Employee Pension plan</li> <li>□ Public Employees Retirement System</li> <li>□ State Teacher's Retirement System</li> </ul>		\$ \$ \$ \$ \$	\$ \$ \$ \$ \$	
List total contributions for all tax years. Do not include interest earned.				
403(b)	\$	\$	\$	
401(k)	\$	\$	\$	
457	\$	\$	\$	
Other pension plan(s)	\$	\$	\$	
Public Employees Retirement System	\$	\$	\$	
State Teacher's Retirement System	\$	\$	\$	
* * * * Contributions made through the California State University, city or county government, or a private employer must be included. * * * *				

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Determine the maximum amounts the employee is eligible to contribute using the 25% of Adjusted Gross Income and Exclusion Allowance calculations, before using catch-up options.

25% of Adjusted Gross Income

Generally, for purposes of this calculation, adjusted gross income includes taxable income and pretax employee contributions to IRC 401(k), 403(b), 457, other pensions and 125 flex accounts, but does not include pre-tax employee contributions to retirement.

25% of Adjusted Gross Income = \$
Exclusion Allowance = \$
Maximum amount employee is eligible to contribute before catch-up provision = \$
If maximum amount is less than \$10,500, <b>STOP</b> – the employee is not eligible for catch-up provisions. The annual contribution limit is the maximum amount entered for this step.

# 402(g) Tax Reform Act Catch-Up Option

A. 15 Years of Service

Has employee completed at least 15 years of service? YES / NO If no, **STOP** – the employee is not eligible to use the catch-up option.

B. \$15,000 Limitation

	Contributions to 403(b), 401(k),		402(g) Limit		Difference
Year	or other pensions		(Indexed)		(Not less than \$0)
1987		-	\$9,500	=	
1988		-	\$9,500	=	
1989		-	\$9,500	=	
1990		-	\$9,500	=	
1991		-	\$9,500	=	
1992		-	\$9,500	=	
1993		-	\$9,500	=	
1994		-	\$9,500	=	
1995		-	\$9,500	=	
1996		-	\$9,500	=	
1997		-	\$9,500	=	
1998		_	\$10,000	=	
1999		-	\$10,000	=	
			Total*	=	

If total exceeds \$15,000,	STOP – the employee is no	ot eligible for the	catch-up option.
It total is less than \$15,00	00 subtract total from \$15,00	00: \$15	,000

-	 (above total*)
Enter result =	\$ ,

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# 415 Special Elections Internal Revenue Code (IRC) section 415 elections are irrevocable. Once one is selected, no other 415 option may be used in future years. IRC Section 415 limits remain subject to the 402(g) limit. Alternative A – **Year of Separation** Limitation May be used in the year of separation from service. The Exclusion Allowance is recalculated using contributions for the last ten years. Alternative B – **Any Year** Limitation May be used in any year of service. Allows you to contribute the least of 1) the Exclusion Allowance, 2) 25% of annual compensation, increased by \$4,000 or 3) \$15,000. Alternative C – **Overall** Limitation May be used in any year of service. Allows you to contribute 25% of taxable compensation, up to \$30,000. Election The employee hereby elects to use one of the following options in calculating the maximum contribution: ☐ General Limitation. ☐ IRC section 402(g) Catch-Up Option. ☐ IRC section 415 Special Election (circle one) A, B or C. Other (state IRC code section or explain) **Maximum Contribution** The employee's maximum annual salary reduction for tax year 2000 as calculated by \_\_\_\_\_is \$ \_\_\_\_\_. (company name) Certification In signing below, I certify that to the best of my knowledge the information used in completing this worksheet is accurate. Employee: Date: Phone ( ) \_\_\_\_\_ - \_\_\_ Ext. \_\_\_\_ Company Representative: Date:\_\_\_\_\_\_ Phone ( ) - Ext.

Accepted for Employer: Date:

E-mail: